**BASD Staff : Laptop Use and Security Procedures**

As a Boyertown Area School District employee, I understand that the laptop assigned to me remains the property of the Boyertown Area School District (BASD). The Laptop Use and Security Procedures outlined below will guide my use of this productivity tool.

**I: Security and Protection**

* I agree to read and follow the district’s Acceptable Use Policy and all other district policies related to technology and information security.
* I understand my laptop needs to be with me at work every day and connected to the district network.
* I understand I am permitted to take my laptop home at the end of the work day, or
* I will place my laptop in its case and lock it in a safe place in my classroom or office when not in use.
* I understand leaving the laptop in a car can promote theft and damage from temperature extremes, and I will protect my assigned laptop from these dangers.
* I understand I am expected to protect my laptop from misuse, damage and theft.
* I agree to carry my laptop in a padded case (provided) or backpack, to minimize the chances that it will be damaged or destroyed.
* I understand all student data is confidential and I will protect data that is accessible through district software and programs to avoid any data breach. I will report any suspected data breach immediately to my supervisor.
* I will not share any passwords related to my laptop or district owned software with anyone.
* I understand if my laptop is lost or stolen, I will immediately notify my supervisor and file a report with the police.
* I understand if the laptop I am issued becomes inoperable, I may need to use a ‘loaner’ laptop until the assigned laptop is repaired and returned to me.

**II: Connectivity at Home**

* I understand this laptop can be configured for use at home as well as at work.
* I understand the BASD technical staff are not responsible for my home access or for setting up connections outside of the district.
* I understand I am not to install any software on this computer without permission from the Director of Information Technology.
* I will contact the building Technology Specialist if I need any software installed.

**III: User Interface at Home or School**

* I understand I will need to attend an orientation session to learn how to use my laptop.
* I understand that if any necessary BASD approved add-ons and storage devices (e.g. additional battery pack, mouse, monitor, padded case) are purchased for the laptop, such purchases are the property of the Boyertown Area School District.
* I understand specialized academic software required by my students or me must be cleared by the Network Specialist prior to purchase and installation.
* I understand I will not permit students to use my laptop, with the exception of classroom instruction or demo.
* I understand that this laptop computer will be in my possession at all times, and I am not to lend my laptop to anyone, including members of my family, for any reason.
* I understand I am responsible for the appropriate use of my laptop, including anything stored on the machine by anyone, for any length of time.
* I understand I must return my laptop to Information Technology if I resign or if I am planning an absence of more than two weeks/10 working days (excluding summer vacation).
* I understand the BASD Acceptable Use Policy and all related policies govern the operation of my laptop on and off the BASD network.
* I understand any repair will be handled through the STSD technology department.

Boyertown Area School District Acceptable Use Policy applies to all use of district owned laptops within or outside of school facilities.

I acknowledge these procedures have been shared with me, and I understand the procedures.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date